

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Text Amendment to the Monroe County Land Development Regulations or the
Monroe County Comprehensive Plan**

**An application must be deemed complete and in compliance with the Monroe County Code by the Staff
prior to the item being scheduled for review**

Amendment to the Land Development Regulations Only Application Fee: \$5,041.00

Amendment to the Comprehensive Plan Only Application Fee: \$5,531.00

Amendment to the Land Development Regulations and Comprehensive Plan Application Fee: \$6,000.00

In addition to the above application fees, the following fees also apply to each application:

Advertising Costs: \$245.00

Date of Submittal: / /
 Month Day Year

Applicant:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Section(s) of Land Development Regulations to be Amended (if applicable): _____

Policy(s) of Comprehensive Plan to be Amended (if applicable): _____

**Please provide an analysis as to how the proposed amendment is consistent with the applicable provisions
of the Land Development Regulations, Comprehensive Plan and the Principles for Guiding Development
for the Florida Keys (attach additional sheets if necessary):**

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Amendments may be proposed by the Board of County Commissioners, the Planning Commission, the Director of Planning, owner or other person having a contractual interest in property to be affected by a proposed amendment.

The BOCC may consider the adoption of an ordinance enacting the proposed change based on one or more of six (6) factors. Please describe how one or more of the following factors shall be met (attach additional sheets if necessary):

- 1) Changed projections (e.g., regarding public service needs) from those on which the text or boundary was based:**

- 2) Changed assumptions (e.g., regarding demographic trends):**

- 3) Data errors, including errors in mapping, vegetative types and natural features described in volume 1 of the plan:**

- 4) New issues:**

- 5) Recognition of a need for additional detail or comprehensiveness:**

- 6) Data updates:**

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In no event shall an amendment be approved which will result in an adverse community change of the planning area in which the proposed development is located. Please describe how the text amendment would not result in an adverse community change (attach additional sheets if necessary):

Has a previous application been submitted for this amendment within the past two years? Yes ___ No ___

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ Complete text amendment application (unaltered and unbound);
- ☐ Correct fee (check or money order to Monroe County Planning & Environmental Resources);
- ☐ Copy of Complete Existing Section and/or Existing Policy to be Amended or Deleted;
- ☐ Copy of Complete Proposed Section and/or Proposed Policy to be Amended or Added

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property)
- ☐ Any Letters of Understanding pertaining to the proposed text amendment

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ Date: _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.